



NOTICE OF VACANCY

Title: Land Acquisition Agent II
(Right-of-Way-Agent)
Department: Engineering
Reports to: Land Acquisition Manager

Salary: \$34,108.96
Overtime: Non-Exempt
Closing Date: 07/13/2009
Job Grade: 46

GENERAL SUMMARY: Conducts right-of-way acquisition negotiations with property owners within the guidelines of state and County laws, departmental policies and procedures, and rules and regulations regarding property negotiation procedures. Reports to the Land Acquisition Manager or other designated person and works with co-workers, employees, and the public to acquire right-of-way for County.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Obtains maps, legal descriptions of right-of-way property, real estate options, deeds, documents, closing agreements, and other legal instruments.
2. Inspects assessed valuations and develops comparative appraisals.
3. Resolves complaints with property owners concerning improvement projects on acquired easements and rights-of-way.
4. Researches deeds, titles, ownership's, and surveys.
5. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of appraisal methods, land surveying, and legal instruments required to effect real property transactions.
- Familiarity with state and County rules and regulations regarding property taxes, appraisals, and acquisition methods and departmental policies and procedures.
- Proficiency in negotiating property acquisitions and reading and interpreting maps, deeds, surveys, blueprints, and construction plans.
- Mastery of basic mathematical calculations, drafting, and operating an automobile.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- May supervise and/or train designated subordinate personnel.
- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
WWW.AUGUSTAGA.GOV

Augusta, Georgia Is An Equal Employment Opportunity Employer

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veteran's status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce.

Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789